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OFFICE OF TRAINING (GENERAL)

JR. OFFICER TRAINING DIVISION

Training Officer GS-1710 15
Training Officer GS-1710 9
Secretary (Steno)GS-318 6

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JUNIOR OFFICER TRAINING DIVISION

MISSION AND FUNCTIONS

Mission

The Junior Officer Training Division is responsible for developing and directing a comprehensive program for the selection and career preparation of new junior officer personnel of exceptional qualifications to meet current and long range requirements of CIA for professionally trained personnel.

Functions

The Junior Officer Training Division is responsible for the following:

1. Identifying, in collaboration with various Agency officials, requirements for junior officer personnel.
2. Assessing, evaluating and selecting personnel, in conjunction with the Personnel Office, and arranging for their entrance into the Junior Officer Training Program.
3. Developing, prescribing, and supervising programs combining training and duty assignments for the purpose of increasing the professional competence and furthering the career preparation of junior officer personnel.
4. Correlating assessments and evaluations of the performance of junior officer personnel in training and on-duty assignments in order to prescribe appropriate modifications of their individual career preparation programs.
5. Recommending, in collaboration with the Personnel Office and appropriate Agency officials, the placement of junior officer personnel in permanent duty assignments within CIA.
6. Arranging for entry into the Armed Forces of selected junior officers, without prior military service, for training and specified active duty, and upon their return to CIA, prescribing a program for the completion of their career preparation.

II. CURRENT AND PROPOSED PROGRAMS OF THE JUNIOR OFFICER TRAINING DIVISION

Currently, the Chief, Junior Officer Training Division is developing selection standards based on requirements of the various overt and covert Offices of the Agency for junior officers; arranging detailed internal training programs and a variety of Headquarters assignments for selected junior officers; and maintaining advisory relationships with such personnel for the purpose of periodically reviewing the training and desk assignments in light of fullness of career program for each officer. The initial training assignment, for both overt and covert candidates, is a six week basic intelligence training program conducted by the Intelligence School. Subsequent to the basic training, covert selectees attend the Operations Course of Training (Special) and are given several headquarters assignments in the covert offices. Overt employees are given several Agency assignments of approximately three months duration on an individual basis in different types of activities. During these assignments, the Chief, Junior

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Officer Training Division maintains a constant and close follow-up on each junior officer for the purpose of reviewing his training and work assignments and furnishing advice and assistance as required.

With respect to training of the covert category of junior officers, the Chief, JOTD, in order to keep outside contact in this connection to a minimum, maintains close liaison with the Department of State and the Foreign Service Institute, for specific types of area and language training.

There is also current emphasis on the military training aspects of the programs assigned to the Division as a means of broadening the general perspective of the career intelligence officers. At the present time, all volunteers (program provides for 50 volunteers each year, on a three year cycle) who enter one of the military services are interviewed and assessed with respect to specific military or naval interests; considerations are made as to the relationship of military assignments to future agency assignments and the individual's career program. Liaison is maintained with officials of the military services in order to advise them as to appropriate military training and assignments that would further the CIA career service program for these junior officers. Also involved is the problem of maintaining agency contacts with such personnel after they have entered the service. Attempts are being made to keep advised as to the types of training given and the rate and kind of advancement of each individual career officer once he has entered upon a military tour of duty. Considerable personal liaison is maintained with these intelligence officers by the Military Training Officer (Colonel) who also, as necessary to insure continuity of related military intelligence training for each officer, conducts correspondence with these former agency employees in order to secure appropriate field comments on the adequacy of the training completed by each, etc. He thus is able to develop and present to the training officials of the various Military Services suggestions and recommendations on specific problems, such as inadequacies of various training facilities and training courses, etc., which may have a detrimental effect on the broad training programs designed by the CIA for junior intelligence officers.

On a long range basis, the Chief, Junior Officer Training Division indicated that the major emphasis of the Division would probably continue to be directed toward securing, training and ultimately furnishing well-trained junior intelligence officers to the various operating offices. Basically, the personnel recruited for this type of training will remain in a "pool" status but the emphasis of the program, in effect, will be to guarantee to the Agency a fairly constant source of junior intelligence officers, well-trained in the fundamentals of intelligence operations, to fill positions immediately, rather than having long waiting periods while positions remain open due to security clearances after personnel recruitment.

Along these lines, the Division Chief has established contacts with a number of University professors, deans of schools, and officials of research institutions who have been briefed as to Agency requirements. While this phase of the Junior Officer Training Program is undertaken jointly with the Personnel Office, the Director of Training holds periodic conferences, assisted by the Chief, Junior Officer Training Division, at

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which time new and/or revised agency requirements are outlined for the representatives to the various colleges and universities. It is the assumption that by working closely with professional schools, CIA will be enabled to secure and maintain a highly selected group of junior officers for training and eventual assignment to intelligence officer positions within the Agency.

III. EVALUATION OF POSITIONS

Position No. U 603

Training Officer (Chief, Junior Officer Training Div.)
GS-1710-15

The Chief, Junior Officer Training Division is responsible for the development and direction of a comprehensive program established to insure the professional selection and training of a corps of highly qualified Junior Intelligence Officers in preparation for a career in intelligence activities of the Central Intelligence Agency. This position, due to the nature of the Division's programs, must have continuing liaison with top level management and operating officials of the Agency, Department of State, and other Federal agencies, as well as contacts (largely through the military Training Liaison Officer) with military personnel responsible for training programs within the Department of Defense. Other continuing contacts are with candidates for Agency employment, representatives of the Personnel Office, supervisory personnel of various other training programs in the Office of Training, etc. Decisions and commitments made by the Chief, Junior Officer Training Division have considerable significance on the careers of individual junior officers, especially since he recommends approval to the Director of Training of the selection of the more exceptionally qualified personnel and arranges Agency training assignments and temporary duty assignments so that they best round out the professional backgrounds of these junior officers in light of broad career programming.

It is recommended that the position of Chief, Junior Officer Training Division be re-affirmed in grade GS-15 due to the level, scope and variety of contacts, and commitments made which have a direct impact on the selection and training of a reserve corps of exceptionally well-qualified junior officers for Agency intelligence assignments.

Position No. U 604

Training Officer
GS-1710-9

This position is established as a general assistant to the Chief, Junior Officer Training Division, with responsibility for performing a fairly wide variety of professional tasks related to the program responsibilities of the Division Chief and the Training Liaison Officer (Military). The position is responsible for screening applicant files of prospective junior intelligence officers; recommending their acceptance or rejection; as assigned, assisting the Division Chief in planning and/or arranging for specific training programs and desk assignments to best fit the needs of individual junior officers; and preparing preliminary drafts of standards for selection, based on a review of the requirements proposed by the various offices of the

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Agency. The position also is responsible for conducting analyses of various types of positions, in order to ascertain the availability of different types of positions, as well as the merits of such positions in terms of the career program as laid out for the junior intelligence officers.

The position is currently vacant. However, the Division Chief, indicated that the position would function somewhat independently with respects to the screening of applicant files, the developing of standards (subject, of course, to review and approval by the Director of Training), the auditing of desk assignments to determine feasibility of junior officer assignments, etc. All recommendations would be subject to rather close supervision for the first year after incumbency in order to assure a uniform development of training programs and assignments.

In view of the above, it is recommended that the position be approved as Training Officer, GS-1710-9, subject to review one year after incumbency.

Position No. D 605

Secretary (Stenography)
GS-318-6

The Secretary to the Chief, Junior Officer Training Division, serves as principal clerical assistant to the Division Chief and to the Training Liaison Officer (Military), and intermittently serves as secretary to the Chief, Management Training Division. The position includes responsibility for the performance of all typical secretarial tasks for the Division Chief, including the taking and transcribing of dictation on all facets of the junior officer training program; establishing and maintaining civilian and military training files (including OCS and Dept. of Defense Schools) for selected junior officers; preparing correspondence on training and related matters for the review and signature of the Division Chief; compiling and organizing information and qualifications data required by Department of Defense Selection Boards for their various schools, etc. Based on the variety of assigned tasks and freedom from supervision from above, it is recommended that this position be classified as Secretary (Stenography), GS-318-6, which is in accord with the general secretarial grade pattern for the Office of Training.

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